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Jacquelyn D. White
Commissioner

James Miluski
Director
Division of Purchasing
& Materials Management

May 15, 2003

Dear Purchasing Committee Member:

Enclosed are the minutes from the May 14, 2003 Purchasing Committee meeting.

The next meeting is scheduled for **Wednesday**, July 9, 2003, at 9:00 a.m. in Room 400 of the Truman State Office Building. You will receive an agenda for the July meeting at a later date.

If you have any questions, please contact Allison Humphrey at 573-751-1683.

Sincerely,

Pat Bacon, CPPB
Program Review Coordinator

Enclosure

State Purchasing Committee Meeting

May 14, 2003

Introductions

Pat Bacon, Division of Purchasing, called the meeting to order with member introductions. Janet Bonnot, Office of Administration, Deputy Commissioner's Office, announced that she was Christina Wilkerson's replacement on the committee.

Missouri Procurement Technical Assistance Centers' (MO PTAC) Success Stories

Greg McMullin, Missouri Procurement Technical Assistance Centers (MO PTAC), shared various stories of successful connections that the centers have made with vendors to increase their business.

MBE Presentation

Myra Drummond, Office of Equal Opportunity Supplier Diversity Program, introduced Ms. Deborah Wright, President and CEO of Word Wright, Inc. (4875661070-0) located in St. Louis, MO. Pre-paid legal services is one service provided by Word Wright, Inc. Mr. Garthian Muhammad from Word Wright gave the presentation, explaining the various areas of coverage. (i.e., Preventive Legal Services, Motor Vehicle Legal Services, Trial Defense Services, and IRS Audit Legal Services). Word Wright, Inc. is located at the following address:

Word Wright, Inc.
1902 Geyer Ave.
St. Louis, MO 63104
Phone/Fax: (314) 863-6029
Dwright198@aol.com

Purchase Order Printing Options

Glenda Vanderfeltz then spoke regarding the printing of agency purchase orders. Glenda indicated that there are three options that the agencies can choose from to print their individual purchase orders starting Fiscal Year 2004. Agencies may print their purchase orders through MOBIUS, On-Demand (ODPO table in SAM II), or have the State Data Center (SDC) print the purchase orders. The SDC will distribute the purchase orders directly to the agencies and bill the agencies directly for this service. Agencies who opt to have the SDC print their purchase orders must provide the accounting codes to be used for the associated cost. The cost to agencies will be .0274 cents per foot. (One page is approximately a foot).

Glenda then explained the MOBIUS option. There is currently no way to "index" the reports on MOBIUS, therefore you would have to utilize the "Find" option on your tool bar in order to locate any particular report. Glenda then opened a report with all agencies combined. O/A Purchasing has kept a count of the purchase orders per department for one week, to get an average for each agency per day. Any department having over ten purchase orders per day on average will be split out into their own reports. There were eight departments that fill this criteria: Department of Elementary & Secondary Education, Corrections, Public Safety, Department of Health, Department of Natural Resources,

Secretary of State, Department of Mental Health, and the Office of Administration. The other departments will be put in the combined MOBIUS report at this time. A question was raised whether or not all departments could be split out into their own separate reports. Glenda will need to research this to determine the probability. The departments that will be using the combined report will need to search for their respective POs for printing. To search for your purchase order, utilize the "Find" option and enter the last digits of the order number (ex: SC 300 3490000491 you would enter 3490000491).

Sample reports will be printed to MOBIUS sometime during the first week of June. Glenda will notify all purchasing committee members when the reports are available and the report names so that they can take a look and make a decision on the PO printing options. The purchasing committee members will need to notify Glenda on their decision by June 13 and if they plan to use SDC for printing their orders. If SDC is to be utilized, the accounting codes will need to be sent to Glenda so that they can be given to SDC for processing and coding. SDC will only bill to agency level codes and deliver to an agency's central office. All organizations that roll up to an agency will be billed to that agency code. All paper printing will be stopped at the end of FY03 unless an agency elects to have SDC print their purchase order. In which case, accounting codes should already be in place.

Statewide Contracts

Heather Turner, Division of Purchasing, stated she is currently re-bidding the statewide contract for Underground Storage Tank Investigation and Remediation for the Department of Natural Resources who is the main user. The contract has only been used twice by agencies outside of DNR. Heather stated that if she doesn't receive any feedback or opposition, she is planning on making this a DNR contract in the future, but will be available for use by other agencies. However, it will not be listed on the statewide contract listing. Heather also indicated that the Employee Drug & Alcohol Testing contract will be re-bid this year, and asked for any feedback from agencies on this bid. Heather will be sending the draft once it's developed.

Rachel Dietzel, Division of Purchasing, indicated the statewide contract for office supplies (C103115002) with Corporate Express has been canceled due to vendor number discrepancies. The new contract number is C103115008.

Julie Branigan, Division of Purchasing, stated that the statewide contract for Online Legal Research Subscription Services (B2Z030357) is being re-bid, and will close May 21, 2003.

Gary Eggen stated the Division of Purchasing is working on the last part of the bid process for the Prime Vendor Contract, and should have it awarded within the next two to three weeks.

Announcements/Miscellaneous

A question was raised regarding the Travel Management Contract. Jim Miluski, Division of Purchasing, indicated he is working on an outline regarding procedures for this contract.